

2024 CPNRI Hybrid Meeting Policy

CPNRI Internal Operational Expectations

- Set up the room and test technology 30 minutes in advance of the meeting start time;
- Create and share an agenda and any applicable meeting materials at least 48 hours before the scheduled meeting;
 - Any suggested agenda items are to be sent to CPNRI team before the scheduled meeting (excluding “emergency” issues)
- Meeting reminders will be sent via email one week prior, two days prior, and the day of the meeting and include the link/location and meeting agenda/materials;
- Meeting notes will be available to members through CPNRI’s website two business days following the meeting;
- Closed Captioning will be available on all CPNRI-hosted meetings for participants to enable

Meeting Management Principles

- Open with mission and vision;
- Communicate with positive intention and shared purpose;
- Be respectful of everyone’s time (start on time and end on time);
- Consistent agenda management;
- Respect all diversity of opinion and recommendations;
- Define actionable steps or solutions;

Hybrid Management

- Review agenda and identify meeting outcomes;
- Ask that participants keep their video on for the duration of the meeting to encourage engagement;

CPNRI Hybrid Meeting Policy (updated Jan '24)



- Ask that participants raise their hand and wait to be called on by the meeting facilitator to ensure equitable opportunity for questions and discussion;
- Ensure the meeting facilitator rotates between in-person and virtual audience when responding to discussion;
- Ensure in-person participants limit side conversations to avoid virtual participant confusion;
- Monitor the chat for any questions/comments throughout the meeting;
- Allow Closed Captioning on all CPNRI-hosted meetings for participants to enable

2024 CPNRI Full Member Meeting Schedule

Monthly CPNRI Full Member Meeting (Hybrid): Every first Thursday, from 9:30 AM to 11:30 AM.

[Join Zoom Meeting](#)

Meeting ID: 895 0642 5957

Passcode: 12345

- *Thursday, January 4, 2024*
- *Thursday, February 1, 2024*
- *Thursday, March 7, 2024*
- *Thursday, April 4, 2024*
- *Thursday, May 2, 2024*
- *Thursday, June 6, 2024*
- *Thursday, July 11, 2024 (*Rescheduled due to Independence Day)*
- *Thursday, August 1, 2024*
- *Thursday, September 5, 2024*
- *Thursday, October 3, 2024*
- *Thursday, November 7, 2024*
- *Thursday, December 5, 2024 (Holiday Party)*

CPNRI Hybrid Meeting Policy (updated Jan '24)



Quarterly CPNRI Executive Committee Meeting (Hybrid): Every fourth Thursday every three months, starting in February, from 9:30 AM to 11:30 AM.

[Join Zoom Meeting](#)

Meeting ID: 864 1828 2908

Passcode: 12345

- Q1
 - Thursday, February 22, 2024, CPNRI's Office
- Q2
 - Thursday, May 23, 2024, CPNRI's Office
- Q3
 - Thursday, August 22, 2024, CPNRI's Office
- Q4
 - TBD, CPNRI's Office (*Meet with Rockland Trust)

Monthly CFO Financial Meeting (Virtual): Every third Monday of the month, from 9 AM to 10 AM.

[Join Zoom Meeting](#)

Meeting ID: 878 5903 8086

Passcode: 12345

- Monday, January 15, 2024 (*Subject to change due to Martin Luther King Jr. Holiday)
- Monday, February 19, 2024
- Monday, March 18, 2024
- Monday, April 15, 2024
- Monday, May 20, 2024
- Monday, June 17, 2024
- Monday, July 15, 2024
- Monday, August 19, 2024
- Monday, September 16, 2024
- Monday, October 21, 2024

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- *Monday, November 18, 2024*
- *Monday, December 16, 2024*

Monthly CPNRI Finance Committee Meeting (Virtual): Every fourth Monday of the month, from 10 AM to 11 AM.

[Join Zoom Meeting](#)

Meeting ID: 825 2228 2447

Passcode: 12345

- *Monday, January 22, 2024*
- *Monday, February 26, 2024*
- *Monday, March 25, 2024*
- *Monday, April 22, 2024*
- *Monday, May 27, 2024 (*Subject to change due to Memorial Day Holiday)*
- *Monday, June 24, 2024*
- *Monday, July 22, 2024*
- *Monday, August 26, 2024*
- *Monday, September 23, 2024*
- *Monday, October 28, 2024*
- *Monday, November 25, 2024*
- *Monday, December 23, 2024*

2024 CPNRI Ad Hoc Meetings

CPNRI Communications Committee (Hybrid):

[Join Zoom Meeting](#)

ID: 838 5952 9916

Passcode: 859377

- *Thursday, February 8, 2024*
- *Thursday, April 11, 2024*
- *Thursday, July 11, 2024*
- *Thursday, August 8, 2024*

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- *Thursday, October 10, 2024*
- *Thursday, December 12, 2024*

Monthly CPNRI DEIAB Advisory Committee Meeting (Virtual): TBD

[Join Zoom Meeting](#)

Meeting ID: 850 6679 5561

Passcode: 449630

DSP Week Planning Committee Meeting (Hybrid): TBD

Monthly CPNRI Governmental Affairs Committee Meeting (Virtual): Every second Tuesday of the month, from 10:30 AM to 11:30 AM.

[Join Zoom Meeting](#)

Meeting ID: 870 2894 7303

- *Tuesday, January 9, 2024*
- *Tuesday, February 13, 2024*
- *Tuesday, March 12, 2024*
- *Tuesday, April 9, 2024*

Human Resources Committee (Virtual): Every second Tuesday of the month, from 9 AM to 10 AM.

[Join Teams Meeting](#)

Meeting ID: 278 819 683 555

Passcode: GvBiuC

- *Tuesday, January 9, 2024*
- *Tuesday, February 13, 2024*
- *Tuesday, March 12, 2024*
- *Tuesday, April 9, 2024*
- *Tuesday, May 14, 2024*
- *Tuesday, June 11, 2024*
- *Tuesday, July 9, 2024*
- *Tuesday, August 13, 2024*

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- *Tuesday, September 10, 2024*
- *Tuesday, October 8, 2024*
- *Tuesday, November 12, 2024*
- *Tuesday, December 10, 2024*

Workforce Development (Hybrid): TBD

HHS Coalition Meeting (Virtual): TBD

[Join Zoom Meeting](#)

Meeting ID: 856 5264 4671

- Wednesday, January 10, 2024, 12 PM - 1 PM

As a note, we will do our best to adhere to this schedule but keep in mind that ad hoc meetings may be called and unforeseen circumstances may arise and thus the aforementioned meeting times may need to be adjusted or rescheduled. This Meeting Schedule is to be considered a working document and if you have any questions, please refer to the CPNRI Committee Master Contact List and Schedule available through our website. **Most meeting reminders will be sent out via email one week before, two days before, and the morning of the scheduled meeting.

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